

KY Education Professional Standards Board

Online Emergency Substitute Implementation Guide for Kentucky School Districts

Summer 2015

Online Emergency Sub Implementation

- Beginning in the 2012-13 school year, all Emergency Certified Substitute (ECS) applications shall be handled via the EPSB's online certification system
- This certification must be re-issued for each school year for each ECS hired
- Districts must maintain the employment application, transcript, and EPSB-issued certificate for each ECS

Online Emergency Sub Implementation

- Districts do NOT have to require that emergency substitute applicants resubmit new district employment applications and/or new transcripts each year
- These submissions are left to local board policies concerning these documents

Online Emergency Sub Implementation

Districts should NOT use this application method for any substitutes who:

- Hold a regular active teaching certification
- Hold a 5-year substitute certificate issued by EPSB

Substitutes must secure an emergency substitute certificate for EACH district in which they wish to work

- This is NOT a change as it has always been a requirement for an application form in each district

Online Emergency Sub Implementation

This process is interactive between applicant and district

- Applicant applies with district as usual

Next steps occur online via EPSB website

- District processes/approves online CA-4 application
- District notifies applicant (automated email) to complete CA-4 application
- Applicant creates EPSB account
- Applicant completes CA-4 when notified by district
- Applicant receives Emergency Sub Certificate electronically

Dedicated help for CA-4 questions

- The CA-4 online application relies on support from EBSB personnel in Technology, Legal, and Certification Divisions
- For this reason, a dedicated email support address is established so that all involved EPSB personnel will see and react ASAP to users
- EPSBTC4@ky.gov should be used for ALL support questions and/or needs (*seen on the global as EPSB TC4*)

Who is eligible for a Emergency Substitute Certificate?

- Emergency substitute teachers are governed by 16 KAR 2:030, and they must have either:
 - (a) A Bachelor's degree (Rank IV);
 - (b) At least ninety-six (96) semester hours of college credit (Rank IV); or
 - (c) From sixty-four (64) to ninety-five (95) semester hours of college credit (Rank V)

Salary rank determination is governed by KRS 161.1221

Overview of District Steps with ECS Applicants (details in later slides)

- Ensure proper role (HR Designee) is secured from EPSB for all district personnel who will work with emergency sub online process (Email: EPSBTC4@ky.gov)
- Secure board order number each spring for anticipated number of EC Subs for school year
 - Board order date must be after March 1 for the upcoming school year
- Get completed application and transcript from each applicant
- Advise applicant that an active email address will be required to apply for EPSB certification

Overview of District Steps with ECS Applicants (continued)

- Conduct required background checks
- Notify applicant if district IS NOT interested in hiring him/her as an ECS
- Provide applicant with instructions to register with EPSB to complete online certification application
- Create application in EPSB's KECL system for the applicant (*see next slide*)

District steps to access the online emergency substitute system & creating an application

*Individual application
processing*

District Steps 1 and 2

1. Log into www.epsb.ky.gov, then click on “*Kentucky Educator Certification Inquiry*”
2. Click on “*Emergency Substitute Online Application*”

The screenshot displays the EPSB website interface. At the top, the logo "EPSB" is shown next to the text "Education Professional Standards Board". Below this, a blue header bar contains the text "User Name: TESTUSER ([My Account](#)) | EPSB ID: 201130195" and "You are here: Kentucky Education Certificate Inquiry". On the left side, there is a vertical menu with the following items: "Search", "Forms Library", "Certification Codes", "District Role Manager - Franklin County", "Reports", and "Emergency Substitute Online Application". The main content area on the right contains several input fields: "SSN:" with a text box, "EPSBID:" with a text box, "Training:" with four checkboxes labeled "TPA", "KTIP", "IECE", and "KPIP", "First Name:" with a text box, "Last Name:" with a text box, and "District:" with a dropdown menu. A "Search" button is located at the bottom of the form.

District Steps 3 and 4

3. Search for applicant by Social Security number.
4. Click "Start" if correct name is found and individual has previously held certification OR to create new record if no match is found.

New Emergency Substitute Application

Search for the applicant by entering his or her Social Security Number to start online "Emergency Substitute Application" Process.

SSN:

Search Result

SSN	First Name	Last Name	Date of Birth	Email
11111111	Invalid Ssn	Vacancy	6/14/1950	Mihir.Pathak@ky.gov

If you wish to enter a new application for the above applicant, select "Start". If this is not the applicant for whom you wish to create an "Application for Emergency Substitute Certification", please revise your search by reentering the Social Security Number and clicking on search again.

District Step 4

- If individual's name is found, but they have never held certification, a background check must be on file with the district prior to starting the application.
- Select "Yes" to both questions then click start

Search Result

SSN	First Name	Last Name	Date of Birth	Email
111111111	Invalid Ssn	Vacancy	6/14/1950	

If you wish to enter a new application for the above applicant, select "Start". If this is not the applicant for whom you wish to create an "Application for Emergency Substitute Certification", please revise your search by reentering the Social Security Number and clicking on search again.

Do you have a "State Background Check" on file for this applicant?

Do you have a "Federal Background Check" on file for this applicant?

District Step 5

Verify applicant's personal information, OR

Enter new applicant information.

Academic Preparation information is required

The screenshot displays a web form titled "District Step 5" with two tabs: "Personal Info" (active) and "District Verifications". Below the tabs is a instruction: "Please verify the applicant demographic information. For new applicant, enter the required information. Once the information had been verified, Click 'Next'. If you need to revise your search, click on cancel button."

The form is divided into three main sections:

- Personal Information:** Includes fields for SSN (322655555), Title (Select T ▼), First Name (Gill), Middle Name (Middle Name), Last Name (Doe), Suffix (Select S ▼), Date of Birth (2/2/1980), Gender (Female), Ethnicity (Other), Email (mihir.pathak@ky.gov), and Phone (____-____-____).
- Address Information:** Includes Address 1 (100 airport road), Address 2, City (Frankfort), State (KY), and Zip (40601).
- Academic Preparation:** Includes Education (Select Education ▼) and Total Hours (Hours). A note below states: "(If less than bachelor's degree list total hours. District must collect official transcript for their record.)"

At the bottom right, there are "Cancel" and "Next" buttons.

A blue arrow points from the text "Academic Preparation information is required" to the "Education" field in the "Academic Preparation" section.

District Step 6

Complete “District Verifications” and click “Finished”

1. Ensure prerequisites are met
2. Board order number and date required

Personal Info District Verifications

Please verify the prerequisite, enter board number, board date, and select school year. Note: Certificate is valid for one calendar school year.

Verification and Signoff

Prerequisites for Approval (pursuant to KRS 161.100; 16 KAR 2:030):

1. Diligent efforts have been made to recruit a qualified teacher, and the need to fill this position has been made known locally by appropriate means.
2. No Qualified teachers have applied for this position, and, as best as can be determined, a qualified teacher is not available for this position. For purpose of this regulation, "qualified" shall mean a teacher who holds appropriate certification unless the superintendent of the employing school district has documented evidence that the teacher is unsuitable for appointment.
3. This position will be filled by the best qualified person available, giving preference to the factors of academic preparation, prior teaching experience or related educational work, and personal attributes compatible with the demands of the teaching profession.
4. The person named in this application sustains good moral character and is at least 18 years of age. (Applicant MUST fill out Section IV on the reverse side of this form. If the answer to any question in Section IV is "YES," district MUST submit this application to the Education Professional Standards Board.)
5. The applicant has complied with the criminal records check required in KRS 160.380.
6. The district shall comply with the priority selection process for employment established in 16 KAR 2:030, Section 2, for substitute teachers.
7. Applicant must have 2.5 cumulative GPA or 3.0 on last 60 hours. (This condition is not required for applicants who possess a bachelor's degree in any subject area from a regionally or nationally accredited post-secondary institution as established in KRS 161.102)

☐ I verify that the aforementioned prerequisite conditions/requirements have been met. *


Board Order Number: Board Order Date:

District: School Year:

District Step 7

View submitted application and click “Done”

Once “Done” is clicked, applicant will be notified via email of his/her pending application.

 Education Professional Standards Board

ser Name: TESTUSER (My Account) | EPSB ID: 201130195

EPSB Online Ser

ou are here: ECertificate > Submitted Applications > View Application

Application for Emergency Substitute Certification

Section I -- District Information

District: Franklin County	District Code Number: 181
Telephone Number: (502) 695-6700	FAX Number: (502) 695-6708

Section II -- Verifications

Prerequisites for Approval (pursuant to KRS 161.100; 16 KAR 2:030):

1. Diligent efforts have been made to recruit a qualified teacher, and the need to fill this position has been made known locally by appropriate means.
2. No Qualified teachers have applied for this position, and, as best as can be determined, a qualified teacher is not available for this position. For purpose of this regulation, "qualified" shall mean a teacher who holds appropriate certification unless the superintendent of the employing school district has documented evidence that the teacher is unsuitable for appointment.
3. This position will be filled by the best qualified person available, giving preference to the factors of academic preparation, prior teaching experience or related educational work, and personal attributes compatible with the demands of the teaching profession.
4. The person named in this application sustains good moral character and is at least 18 years of age. (Applicant MUST fill out Section IV on the reverse side of this form. If the answer to any question in Section IV is "YES," district MUST submit this application to the Education Professional Standards Board.)
5. The applicant has complied with the criminal records check required in KRS 160.380.
6. The district shall comply with the priority selection process for employment established in 16 KAR 2:030, Section 2, for substitute teachers.
7. Applicant must have 2.5 cumulative GPA or 3.0 on last 60 hours. (This condition is not required for applicants who possess a bachelor's degree in any subject area from a regionally or nationally accredited post-secondary institution as established in KRS 161.102)


I verify that the aforementioned prerequisite conditions/requirements have been met.


Signed: John Doe	Date: 2/24/2012
Board Number: 12-666	Date of Board Order Number: 2/21/2012

Section III -- Applicant Information

Full Name: Gill Doe	SSN: ###-##-5555	Date of Birth: 02/02/1980
Address: 100 airport road, Frankfort, KY 40601		
Telephone Number:		Academic Preparation: Bachelors degree or above

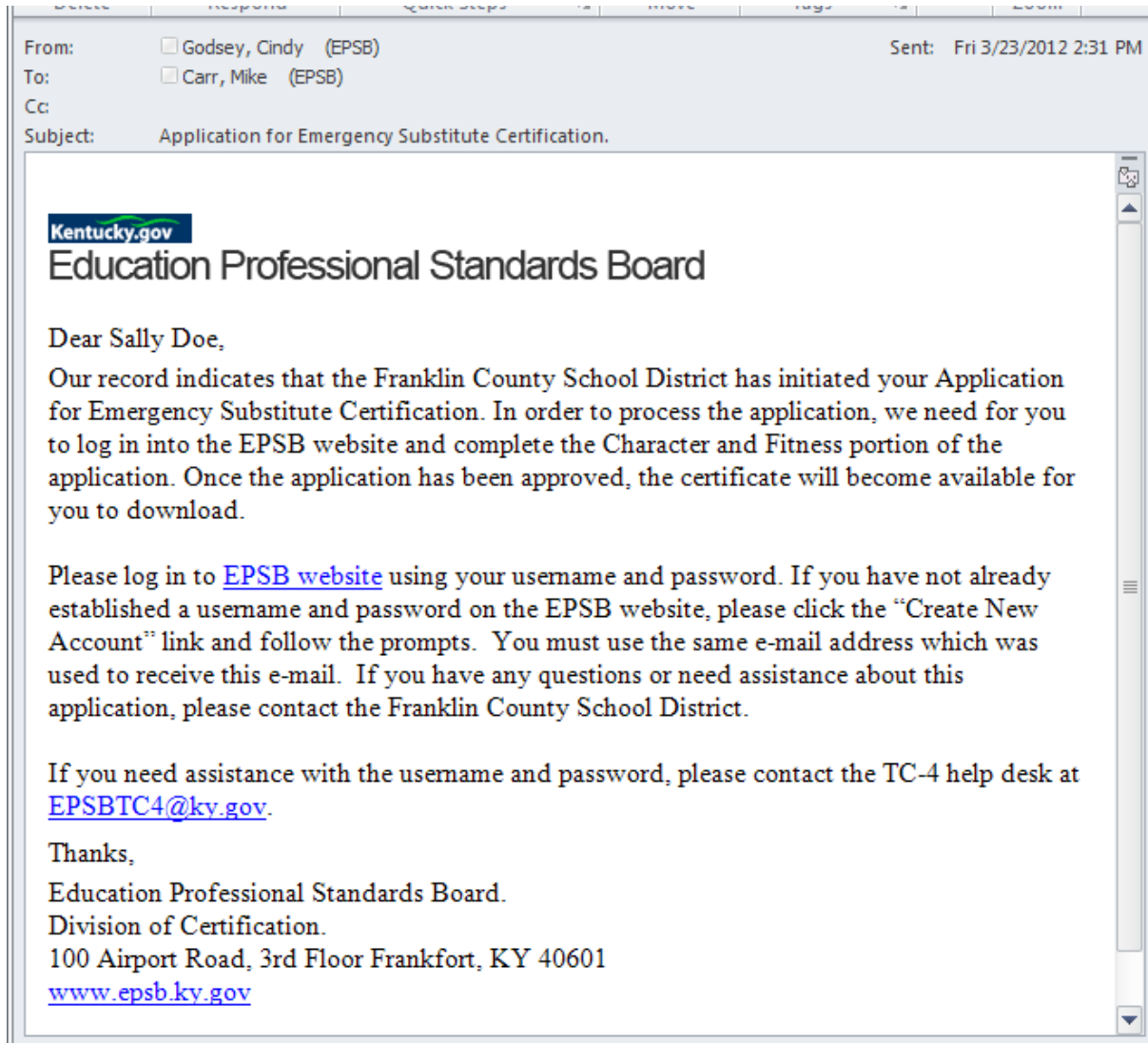
Application Status: Pending - Applicant Signature

View Application Form 



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Certification | Assessment | Requirements | Educator Preparation | Internships | Data & Research | Board Info

Sample view of email to applicant (will be sent weekly until action is taken!!)



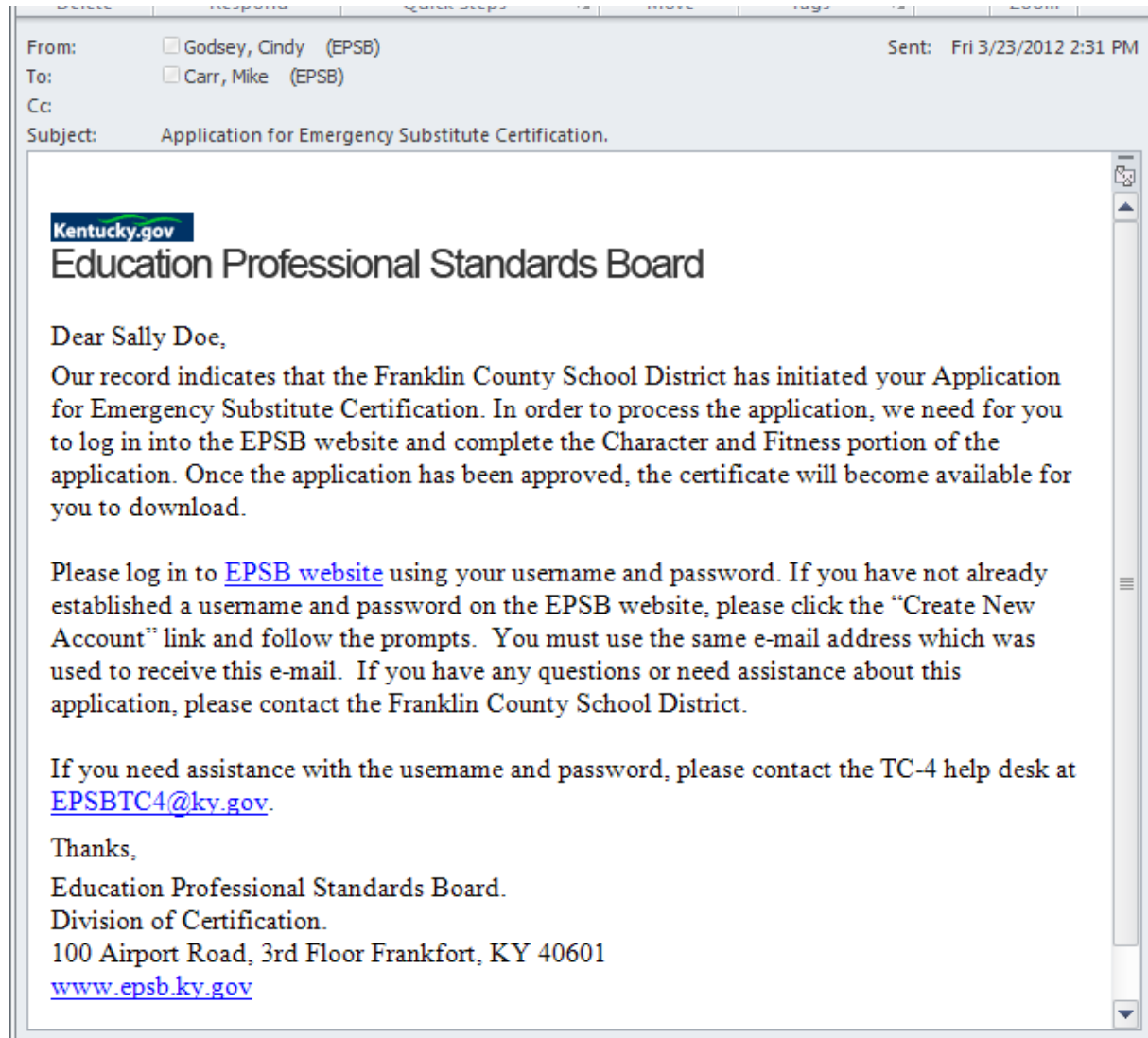
Applicant steps to apply for Emergency Substitute Certification

*Online CA-4
process*

Sample view of email to applicant (will be sent weekly until action is taken!!)

All CA-4 Applicants will be sent this automated email when the district has approved your application. You MUST take action to complete the process at this point via the following steps.

www.epsb.ky.gov



Applicants applying in multiple districts

Substitutes must secure an emergency substitute certificate for EACH district in which they wish to work.

NOTE: This is NOT a change-it has always been a requirement for a completed emergency substitute application in each district where one is employed as an emergency substitute.

Applicant Steps 1 and 2

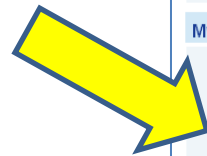
1. Go to www.epsb.ky.gov or click the link provided in email notification from district.
 - a) Click on the “*Log in to EPSB*” button on the lower left of the screen.
 - b) If necessary, create your new account on the right side of the log-in page by clicking on the “*New User? Create Account Here*” button.
2. Make note of your User ID and Password information for future reference in working on your Emergency Substitute Application.

An important note on your EPSB account

- Make sure all your personal information is correct when you establish your EPSB account
- Should you lose/forget/need to reset your password at a later date, you will need your birthdate and SS# to be accurate in your account
- Resetting passwords may be done BY THE USER at the “Log in to EPSB” button on the lower left of www.epsb.ky.gov
- You do NOT need to contact EPSB to reset your password

Applicant Step 3

Once logged in, click on *“My Application Status-View Details”* on the lower left of the screen.



The screenshot displays the EPSB (Education Professional Standards Board) user interface. At the top, the logo and name 'EPSB Education Professional Standards Board' are visible. Below this, the user is logged in as 'TC4USER' with 'EPSB ID: 201135614'. The 'You are here: My Account' breadcrumb is shown. The main section is titled 'My Account' and contains several collapsible menus. The 'EPSB Online Services' menu is expanded, showing options like 'Cooperating Teacher Assignment', 'Electronic Payment Service', 'Highly Qualified Calculator', 'Kentucky Educator Certification Inquiry', 'KEPP Report Card', 'My Account', and 'EPSB WebSite'. The 'Electronic Payment Service' menu is also expanded, showing a 'Pay Certification Fee' button and a description of the service. The 'My Application Information' menu is expanded, showing 'My Application Status' and 'My Application Fee Information'. The 'My Application Status' link is highlighted with a blue box, and a yellow arrow points to it from the text on the left. The 'My Application Status' link is labeled '1. Application for Emergency Substitute Certification for 2012-2013 (Franklin County) is Pending - Applicant Signature as on 02/24/2012.' and includes a 'View details' link. The 'My Application Fee Information' link is also visible. The right side of the page contains a 'What would you like to do today?' section with links like 'Calculate highly qualified status', 'Compare Teacher Preparation Programs', 'Update my contact information', and 'View my certification history'. Below this is the 'My Online Account Setting' section with links for 'My Demographic', 'Password & Hint Questions', and 'User Agreement'. The 'My Profile' section is also visible with links for 'Credential', 'Education', 'Training Data', 'Assessments', and 'Roles'. The footer of the page includes the website 'www.epsb.ky.gov' and the copyright notice 'Copyright © 2012 Education Professional Standards Board'.

EPSB Education Professional Standards Board

User Name: TC4USER | EPSB ID: 201135614

You are here: My Account

My Account

Welcome, Gill Doe [edit]
Email: miltirpathak@ky.gov [edit]
Friday, February 24, 2012

EPSB Online Services (Hide Details...) ⌵

- EPSB Online Services
 - Cooperating Teacher Assignment
 - Electronic Payment Service
 - Highly Qualified Calculator
 - Kentucky Educator Certification Inquiry
 - KEPP Report Card
 - My Account
 - EPSB WebSite

Electronic Payment Service (Hide Details...) ⌵

Pay Certification Fee Using the EPSB services you can pay certification fees online with E-Pay(View Slide Show). For more information regarding fees and options; Click here.

My Application Information (Hide Details...) ⌵

- My Application Status
 - 1. Application for Emergency Substitute Certification for 2012-2013 (Franklin County) is Pending - Applicant Signature as on 02/24/2012.**
[View details](#)
- My Application Fee Information
 - Payments received by the EPSB for issuing certificates. View receipts for the transaction completed using the electronic payment service (E-Pay).

What would you like to do today? (Hide Details...) ⌵

- Calculate highly qualified status
- Compare Teacher Preparation Programs
- Update my contact information
- View my certification history

My Online Account Setting (Hide Details...) ⌵

- My Demographic
 - Verify and update your mailing address, email address, date of birth, phone number and other demographic information.
- Password & Hint Questions
 - Change your password settings, create or choose your own hint questions and answers for password recovery.
- User Agreement
 - View your signed user agreement and user responsibilities to access EPSB resources online.

My Profile (Hide Details...) ⌵

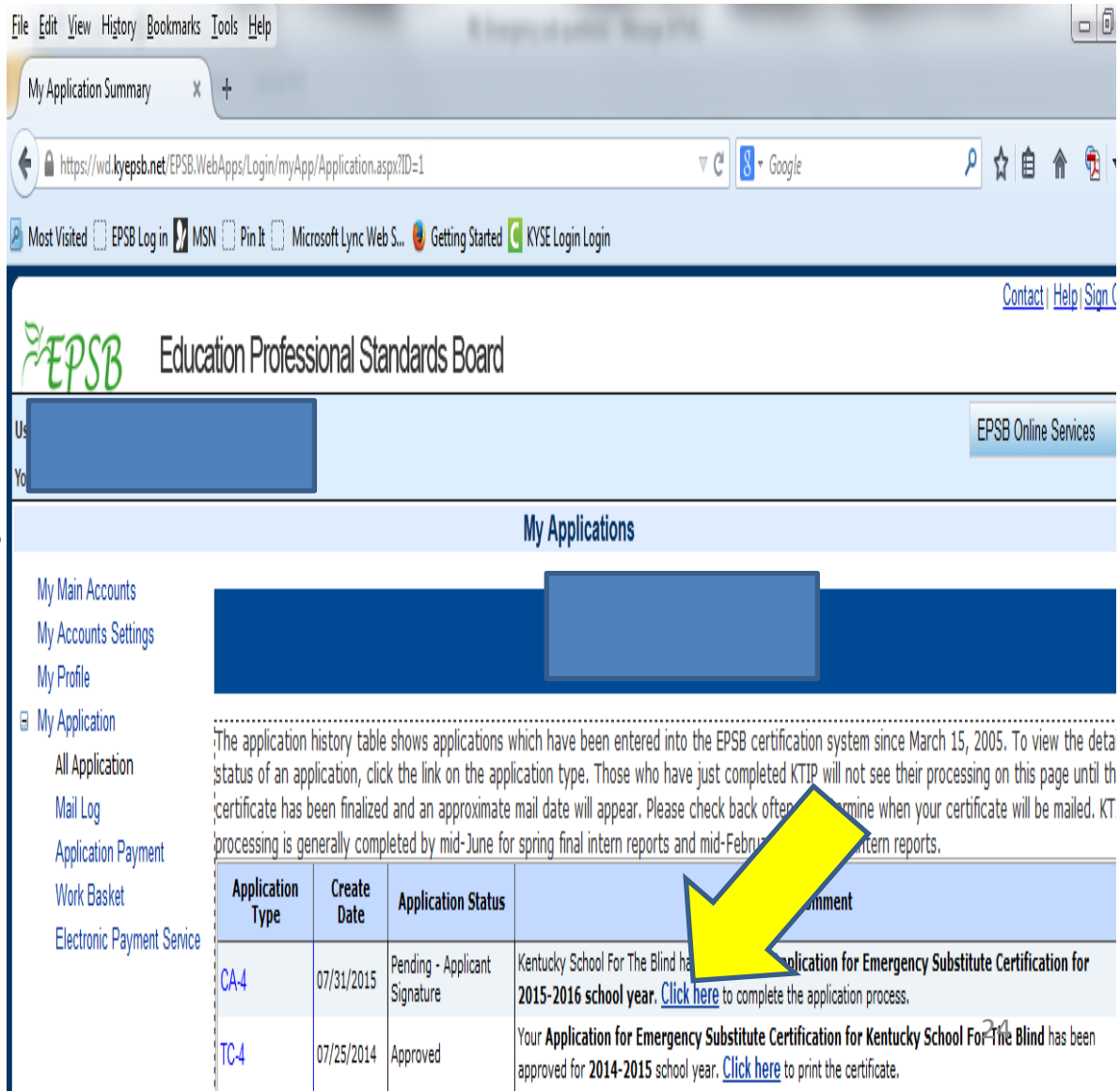
- Credential
 - View your current credentials; e.g. credential details, certificate effective date, expiration.
- Education
 - View your education qualification; e.g. degree, institution and year.
- Training Data
 - View your training information; e.g. type of training, date, location.
- Assessments
 - View your professional tests; e.g. assessment name, date, score, EPSB and CTE result.
- Roles
 - View your roles; e.g. organization type, organization role, status.

www.epsb.ky.gov

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Applicant Step 4

You will then see information on your application (CA-4) and you should click on the live link to complete the process on your **pending** application



The screenshot shows the KYPSB website interface. The browser address bar displays the URL: <https://wd.kyepsb.net/EPSB.WebApps/Login/myApp/Application.aspx?ID=1>. The page header includes the KYPSB logo and the text "Education Professional Standards Board". The main content area is titled "My Applications" and contains a table of application history. A yellow arrow points to the "Click here" link in the application history table for the CA-4 application.

Application Type	Create Date	Application Status	Comment
CA-4	07/31/2015	Pending - Applicant Signature	Kentucky School For The Blind has your application for Emergency Substitute Certification for 2015-2016 school year. Click here to complete the application process.
TC-4	07/25/2014	Approved	Your Application for Emergency Substitute Certification for Kentucky School For The Blind has been approved for 2014-2015 school year. Click here to print the certificate.

Applicant Step 5.1

Verify personal information.

Click “Save and Next”

EPSB Education Professional Standards Board

User Name: TC4USER (My Account) | EPSB ID: 201135614

You are here: [ECertificate](#) > Application

Personal Info Other Certificate Character and Fitness Complete Summary

Personal Information

SSN: 322655555

Title:

First: Middle: Last:

Suffix: Date of Birth: Gender:

Ethnicity:

Email: Phone:

Address Information

Address 1:

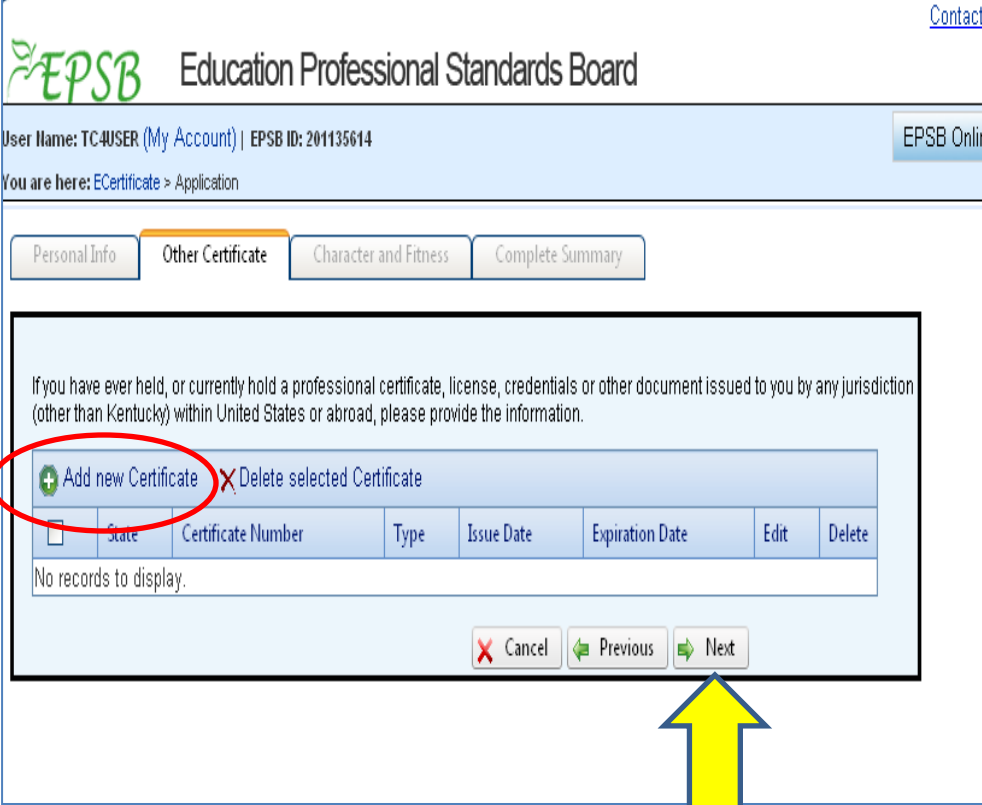
Address 2:

City: State: Zip:

Applicant Step 5.2

Add any
previously held
out of state
teaching
certificate (if
applicable)

Click “Next”



EPSB Education Professional Standards Board

User Name: TC4USER (My Account) | EPSB ID: 201135614

You are here: ECertificate > Application

Personal Info Other Certificate Character and Fitness Complete Summary

If you have ever held, or currently hold a professional certificate, license, credentials or other document issued to you by any jurisdiction (other than Kentucky) within United States or abroad, please provide the information.

+ Add new Certificate X Delete selected Certificate

<input type="checkbox"/>	State	Certificate Number	Type	Issue Date	Expiration Date	Edit	Delete
No records to display.							

X Cancel Previous Next

Applicant Step 5.3

Answer all
Character & Fitness
questions by
clicking Yes or No
and then Save

Do not click the
EDIT pencil unless
the question has
already been
answered.

You are here: ECertificate > Application

Personal Info Other Certificate Character and Fitness Complete Summary

Character and Fitness Questions

Your Character and Fitness response is incomplete, please complete by answering all the questions Yes or No.

Cancel Previous Next

Description	Response	Edit
1. Have you ever had a professional certificate, license, credential, or any document issued for practice denied, suspended, revoked, or voluntarily surrendered? If you have had a professional certificate, license, credential, or any other document issued for practice initially denied by a licensing body, but later issued, you must answer "yes".	Missing	

Character and Fitness

Please answer the Character and Fitness question. If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances. Your explanation will be reviewed by the Education Professional Standards Board.

A "Yes" answer will immediately generate a description field for you to write the explanation.

1. Have you ever had a professional certificate, license, credential, or any document issued for practice denied, suspended, revoked, or voluntarily surrendered? If you have had a professional certificate, license, credential, or any other document issued for practice initially denied by a licensing body, but later issued, you must answer "yes".

Yes ☐

No ☐

Cancel Save

2. Have you ever been suspended or discharged from any employment or military service because of allegations or misconduct?	Missing	
3. Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of allegations of misconduct?	Missing	
4. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?	Missing	
5. Have you ever been convicted of or entered a guilty plea, an "Alford" plea, or a plea of nolo contendere (no contest) to a felony or misdemeanor, even if adjudication of the sentence was withheld in Kentucky or any other state? For the purpose of this application, minor traffic violations should not be reported. Convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.	Missing	
6. Do you have any criminal charges pending against you?	Missing	
7. If you indicated "yes" to question #1 through #6, has that the EPPS previously reviewed the	27	

Applicant Step 5.3 (response views)

If answering “NO,”
click “Save”

User Name: TC4USER (My Account) | EPSB ID: 201135614
You are here: [ECertificate](#) > Application

Personal Info | Other Certificate | **Character and Fitness** | Complete Summary

Character and Fitness Questions

Your Character and Fitness response is incomplete, please complete by answering all the questions by clicking on the 'Edit' link.

Description	Response	Edit
1. Have you ever had a professional certificate, license, credential, or any other document issued to you for practice denied, suspended, revoked or voluntarily surrendered?	Missing	

Character and Fitness

Please answer the Character and Fitness question. If you answer "Yes" to this question, **you must provide a detailed explanation of the circumstances. Your explanation will be reviewed by the Education Professional Standards Board.**
A "Yes" answer will immediately generate a description field for you to write the explanation.

1. Have you ever had a professional certificate, license, credential, or any other document issued to you for practice denied, suspended, revoked or voluntarily surrendered?

Yes ☐
No ☒

2. Are you currently being reviewed or investigated for purposes of such action stated in #1 or is such action pending?	Missing	
3. Have you ever been dismissed, resigned, released, or asked to resign/retire or discharged from a professional position or military service for immorality incompetence, willful neglect of duty, misconduct, or presenting false information toward obtaining the position?	Missing	
4. Is any such action as stated in #3 Pending?	Missing	
5. Have you ever been convicted of a felony or misdemeanor (other than moving traffic violation), been found guilty, or entered a plea of nolo contendere (no contest), even if adjudication was withheld, in Kentucky or any other state?	Missing	
6. If you indicated "yes" to any items, #1 through #5, has that action been reviewed by the Educational Professional Standards Board?	Missing	

If answering “YES,”
explanation is required

2. Have you ever been dismissed, resigned, released, or asked to resign/retire or discharged from a professional position or military service for immorality incompetence, willful neglect of duty, misconduct, or presenting false information toward obtaining the position? No

4. Is any such action as stated in #3 Pending? No

5. Have you ever been convicted of a felony or misdemeanor (other than moving traffic violation), been found guilty, or entered a plea of nolo contendere (no contest), even if adjudication was withheld, in Kentucky or any other state? Missing

Character and Fitness

Please answer the Character and Fitness question. If you answer "Yes" to this question, **you must provide a detailed explanation of the circumstances. Your explanation will be reviewed by the Education Professional Standards Board.**
A "Yes" answer will immediately generate a description field for you to write the explanation.

5. Have you ever been convicted of a felony or misdemeanor (other than moving traffic violation), been found guilty, or entered a plea of nolo contendere (no contest), even if adjudication was withheld, in Kentucky or any other state?

Yes ☒
No ☐

Explanation (maximum 700 characters)

Words: 0 Characters: 0

6. If you indicated "yes" to any items, #1 through #5, has that action been reviewed by the Educational Professional Standards Board? Missing

Applicant Step 5.4


Enter Password to
digitally sign and
submit the
application

Personal Info


Other Certificate

Character and Fitness


Complete Summary

Personal Info 

Name: John Doe **Birth Date:** 4/14/1974
Address: 100 Airport Rd, Hatton, KY 40601
Phone: (502) 564-4606
Email: mihir.pathak@ky.gov

Other Certificate 

State	Issue Date
No records to display.	

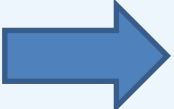
Character and Fitness 

Description	Response
1. Have you ever had a professional certificate, license, credential, or any document issued for practice denied, suspended, revoked, or voluntarily surrendered? If you have had a professional certificate, license, credential, or any other document issued for practice initially denied by a licensing body, but later issued, you must answer "yes".	No
2. Have you ever been suspended or discharged from any employment or military service because of allegations or misconduct?	No
3. Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of allegations of misconduct?	No
4. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?	No
5. Have you ever been convicted of or entered a guilty plea, an "Alford" plea, or a plea of nolo contendere (no contest) to a felony or misdemeanor, even if adjudication of the sentence was withheld in Kentucky or any other state? For the purpose of this application, minor traffic violations should not be reported. Convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.	No
6. Do you have any criminal charges pending against you?	No
7. If you indicated "yes" to question #1 through #6, has that the EPSB previously reviewed the information?	No



Declaration Statement

Code of Ethics

I affirm and declare that all information given by me on this form is true, and correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in the denial or revocation of my teaching certificate. Further, I understand that KRS 161.120 provides that a teaching certificate may be revoked at any time upon determination that false information was presented toward obtaining a teaching certificate. I declare that I understand the standard for personal and professional conduct expected of a professional educator in Kentucky. I further certify that I have read and examined the **CODE OF ETHICS** applicable to school personnel, understand its provisions, and agree to abide by its terms during the course of my career as a professional educator.



User ID: TESTINTERN
Full Name: John Doe
Password:

 Click Here To Agree And Digitally Sign  Cancel

After the applicant submits...

- At this point, there are two choices:
 - If your CA-4 application process is successful, you will receive a live link to PRINT your Emergency Substitute Certificate. (Sample on Slide #33)
 - Any applicant who answers “yes” to a Character & Fitness (**C & F**) question on the CA-4 application will be held by EPSB Legal Division pending review by the Board.
 - Applicants will receive an email from EPSB when a **C & F** review is completed and approved.

Issues regarding C&F questions

- Supplying false information on the Character & Fitness form will result in a case being opened by the Board on the applicant.
- Districts will see a “*C & F pending*” notation when searching for applicant.
- Districts cannot use “*C & F pending*” applicants until email clearance is given to the applicant by EPSB Legal Division.
- Districts must forward a copy of the State and Federal Background check if any record is found.

Issues regarding C&F questions

- Applicants who are held by the EPSB Legal Division AND who have applied as an emergency sub in more than one district, CANNOT be processed in subsequent districts until the applicant is cleared in the original district of application

[New Application](#) [Report](#) [Batch Processing](#) [Help](#)

New Emergency Substitute Application

Search for the applicant by entering his or her Social Security Number to start online "Emergency Substitute Application" Process.

SSN: [Search](#) [Clear](#)

Search Result

SSN	First Name	Last Name	Date of Birth	Email
<input type="text"/>			6/20/1980	mihir.pathak@ky.gov

Alert : Applicant has Pending Legal Review

Our record indicates that above applicant is currently being review by ESPB Legal Services. At this moment, we are not able to process this application until the review has been finalized. Please click on notify button below if you like to receive email notification from EPSB once the review has been completed.

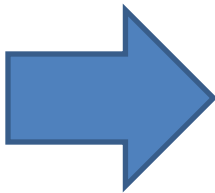
Email: [Notify](#) [Cancel](#)

Issues regarding C&F questions

- Districts should notify EPSB Legal Division in writing IF:
 - differences are noted between applicant's C&F responses and subsequent background check results.
 - district terminates an Emergency Certified Substitute for character/fitness issue.

View of Emergency Sub Certificate

Print and provide
this to the district
so you can be
added to its
substitute teacher
list.



COMMONWEALTH OF KENTUCKY

EDUCATION PROFESSIONAL STANDARDS BOARD
100 AIRPORT ROAD, 3RD FLOOR
FRANKFORT, KENTUCKY 40601

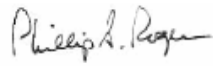
EMERGENCY SUBSTITUTE TEACHING CERTIFICATE

THIS CERTIFIES THAT
Gill Doe CERTIFICATE NUMBER: 201135514

IS HEREBY AUTHORIZED TO CONTRACT WITH THE BOARD OF EDUCATION OF THE
Franklin County

SCHOOL DISTRICT FOR EMPLOYMENT WITHIN THE PERIOD OF VALIDITY. THIS CERTIFICATE IS ISSUED IN ACCORDANCE WITH KENTUCKY STATUTES AND EDUCATION PROFESSIONAL STANDARDS BOARD REGULATIONS GOVERNING THE ISSURANCE OF EMERGENCY SUBSTITUTE TEACHING CERTIFICATES AND IS LIMITED TO THE SPECIFIC ASSIGNMENT INDICATED BELOW.

Code	Certificate	Effective Date	Expiration Date
SX	Emergency Certificate For Substitute Teaching	07/01/2012	06/30/2013


EXECUTIVE DIRECTOR
EDUCATION PROFESSIONAL STANDARDS BOARD

Gill Doe
100 airport road
Frankfort KY 40601

2/24/2012

District use of Status Report

Applicant Follow Up

District use of Emergency Sub Status Report

Click “Report” to check the status of applicants.



The screenshot shows a web application interface with a light blue header bar containing the text "> New Application". Below the header is a navigation bar with four buttons: "New Application" (with a magnifying glass icon), "Report" (with a document icon and a green circle around it), "Batch Processing" (with a document icon and a dropdown arrow), and "Help" (with a question mark icon). Below the navigation bar is a section titled "New Emergency Substitute Application" in bold. Under this title, there is a text prompt: "Search for the applicant by entering his or her Social Security Number to start online 'Emergency Substitute Application' Process." Below the prompt is a form with a label "SSN:" followed by a text input field. To the right of the input field are two buttons: "Search" (with a magnifying glass icon) and "Clear" (with a circular arrow icon).

District use of Emergency Sub Status Report

- Applicants are listed in the order submitted.
- If an applicant has not yet completed the application, it may be deleted or edited via this screen.
- This report can be exported to an Excel file for district use.

New Application
 Report
 Batch Processing
 Help

Report - View Submitted Applications

School Year:
2012-2013

District:
Franklin County

Export

Edit	First Name	Last Name	Last 4 SSN	Date of Birth	Academic	Hours	Board Order Number	Board Order Date	Status	Updated Date	View	Delete
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>				
	Jessica	Alba	1368	06/01/1943	High School or equivalent (GED)	0	123456	2/26/2012	Pending - Applicant Signature	3/5/2012	View Details	
	Michael	Carr	6864	07/12/1952	Bachelors degree or above	0	123	3/1/2012	Pending - Applicant Signature	3/1/2012	View Details	
	Sally	Doe	9456	01/29/1972	Atleast 96 college credit hours	100	888-1	2/23/2012	Pending Character & Fitness Review	2/24/2012	View Details	
	Gill	Doe	5555	02/02/1980	Bachelors degree or above	0	12-666	2/21/2012	Approved	2/24/2012	View Details	
	Test	Warriors	6666	01/01/1995	Bachelors degree or above	0	12345	2/1/2012	Pending - Applicant Signature	2/15/2012	View Details	

District steps to creating applications

*Batch Processing Large
Numbers of Applications*

District batch processing Step 1

- Districts may choose to upload a large number of applicants at one time vs. individual processing
- District IT support should be enlisted for this process
- Click “Batch Processing” rather than “New Application”



The screenshot shows the EPSB website interface. At the top, the logo and name 'Education Professional Standards Board' are visible. Below this, user information is displayed: 'User Name: TESTUSER (My Account) | EPSB ID: 201130195' and 'You are here: ECertificate > New Application'. A navigation bar contains links for 'New Application', 'Report', 'Batch Processing', and 'Help'. The 'Batch Processing' link is circled in blue, and a large blue arrow points to it from the right. Below the navigation bar, a section titled 'New Emergency Substitute Application' is shown. It includes a search instruction: 'Search for the applicant by entering his or her Social Security Number to start online "Emergency Substitute Application" Process.' Below this is a search form with a label 'SSN:', a text input field containing '123789456', and 'Search' and 'Clear' buttons. Below the search form, the text 'Search Result' is displayed in red. A table with four columns is shown: 'SSN', 'First Name', 'Last Name', and 'Date of Birth'. Below the table, a red message states: 'Sorry, no record found.' Below this message, a paragraph explains that to enter a new application, applicant information like SSN, First Name, Last Name, Date of Birth, and a valid e-mail address are needed. It also states that if the search is not for an 'Application for Emergency Substitute Certification', the user should revise their search by reentering the SSN. At the bottom right of the page, there are 'Cancel' and 'Start' buttons.

District batch processing

District-Created File Format

Application for Emergency Substitute Certification Upload Instructions

1. Name of the Text File should be less than 50 Characters.
2. Format delimited by Semicolons (;)

Data Format Instructions

Field Description	Order	Data Required	Length	Example	Validation
First Name	1	Yes	15	John	
Middle Name	2	Not	15		
Last Name	3	Yes	30	Doe	
SSN	4	Yes	9	12346789	
Date of Birth	5	Yes		04/01/1954	Should follow mm/dd/YYYY format, Example:- 01/01/1990
E-Mail	6	Yes	75	john.doe@email.com	
Education ID*	7	Yes		5	
Credit Hours*	8	Yes		0	
Board Number	9	Yes	30	JCP5001	
Board Meeting	10	Yes		05/22/2011	Date should be less than uploaded date and should be in within selected school year. Should follow mm/dd/YYYY format, Example:- 07/15/2011
Address 1	11	Yes	30	100 Airport Rd	
Address 2	12	Not	30		
Zip Code	13	Yes	5 or 10	40601	Zip Code 5 digits or 10 digit with extension 40601-2048 or 40601
City	14	Yes	30	Frankfort	

Example 1

John; ; Doe; 123456789; 04/01/1954; john.doe@email.com; 5; 0; JCP5001
05/22/2011;100 Airport Rd; 3rd Floor; 40601; Frankfort

Example 2

John; Miller; Doe; 000456789; 04/01/1954; john.doe@email.com; 3; 70;
JCP5001; 05/22/2011;100 Airport Rd; ; 40601-2048; Frankfort

Education ID and Credit Hours validation rules. *

ID	Description	Credit Hours
1	High School or equivalent (GED)	0
2	Less than 64 college credit hours	Credit Hours < 64
3	Between 64 and 95 college credit hours	Credit Hours >= 64 and <= 95
4	At least 96 college credit hours	Credit Hours >= 96 and <= 200
5	Bachelor's degree or above	0

Education ID #1 and ID #2 are not valid options for the emergency certified substitute program.

District batch processing

District-Created File Format

- The file must be a text file (.txt)
- Use semi-colons to separate each field
 - Some fields to not require data; the semi-colon must still be present
 - There should be 15 semi-colons in each record
- Samples:
 - John; ; Doe; 123456789; 04/01/1954; john.doe@email.com; 1; 0; JCPS001; 05/22/2011;100 Airport Rd; 3rd Floor; 40601; Frankfort; Y; Y
 - No middle initial or name
 - John; Miller; Doe; 000456789; 04/01/1954; john.doe@email.com; 2; 50; JCPS001; 05/22/2011;100 Airport Rd; ; 40601-2048; Frankfort; Y; Y
 - No "Address 2" data

District batch processing Step 2

You are here: ECertificate > New Upload

[New Application](#) [Report](#) [Batch Processing](#) ▾

↑ Upload Files

District: Fayette County ▾ *

School Year: ▾ *

Select TC4 File to upload

[Upload Instruction](#)

After “Batch Processing” is selected, pull down district name, school year, find district CA-4 file (district-created), then Click “Submit”

District batch processing Step 3.1

[Click here to manually correct data errors on applicants](#)



Upload Files

District: Franklin County

School Year: 2012-2013

Select

✓ Submit

✗ Cancel

Select TC4 File to upload

[Upload Instructions](#)

Upload Statistics Report

Description	Count	
Error List	5	Click here to process
Pending Signoff List	1	Click here to process

Use the Error List to correct data errors (*this step may be skipped if "Count" shows 0*)

District batch processing Step 3.2

Error List

New Application
 Report
 Batch Processing
 Help

Error List | Pending Signoff List

School Year: 2012-2013 District: Franklin County

Delete selected Records
 Refresh

<input type="checkbox"/>	Edit	Line Number	Record	Error Message	Delete
<input type="checkbox"/>		10	Meg;J;Ryan;2345013;6/1/1943 12:00:00 AM;rashi.sivaramanky.gov;3;0;123456;1/26/2012;100 airport;;40601;Frankfort;	SSN is invalid.Email is invalid. Total Hours should be Between 64 and 95 college credit hours. Board Order Date is not in the school year range	
<input checked="" type="checkbox"/>		10	Thomas;J;cruise;234501368;6/1/1943 12:00:00 AM;mihir.pathak@ky.gov;1;0;123456;1/26/2012;100 airport;;40601;Frankfort;	Board Order Date is not in the school year range	
<input type="checkbox"/>		10	Jessica;J;Alba;246501368;6/1/1943 12:00:00 AM;mihir.pathak@ky.gov;1;0;123456;1/26/2012;100 airport;;40601;Frankfort;	Board Order Date is not in the school year range	
<input type="checkbox"/>		10	Brad;A;Pitt;234501898;6/1/1943 12:00:00 AM;rashi.sivaraman@ky.gov;1;0;123456;2/26/2011;100 airport;;40601;Frankfort;	Board Order Date is not in the school year range	
<input type="checkbox"/>		10	Nicole;J;Kidman;234501368;6/1/1943 12:00:00 AM;rashi.sivaraman@ky.gov;1;0;123456;1/26/2012;100 airport;;40601;Frankfort;	Board Order Date is not in the school year range	

1. Note error to correct



2. Use Edit Pencil to correct

District batch processing Step 3.3

Sample Edit Screen from Error List

New Application Report Batch Processing Help

Error List Pending Signoff List

School Year: 2012-2013 District: Franklin County

Only recent uploaded records are shown in the Error List.

Delete selected Records Refresh

<input type="checkbox"/>	Edit	Line Number	Record	Error Message	Delete
<input type="checkbox"/>		10	Meg;J;Ryan;2345013;6/1/1943 12:00:00 AM;rashi.sivaramanky.gov;3;0;123456;1/26/2012;100 airport;;40601;Frankfort;	SSN is invalid.Email is invalid. Total Hours should be Between 64 and 95 college credit hours. Board Order Date is not in the school year range	

Personal Information

First: Meg Middle: J Last: Ryan

SSN: 2345013 Date of Birth: 6/1/1943

Email: rashi.sivaramanky.gov

Address Information

Address 1: 100 airport

Address 2:

City: Frankfort State: KY Zip: 40601

Academic Preparation

Education: Between 64 and 95 college credit hours Total Hours: Hours

(If less than bachelor's degree list total hours. District must collect official transcript for there record.)

Board Information

Board Number: 123456 Board Meeting: MM/dd/YYYY

☐ I verify that the aforementioned prerequisite conditions/requirements have been met.

Signoff Cancel

Once all corrections have been made (items in red), check the validation box and click "Signoff" to submit the individual applicant.

District Batch Processing Step 4

Pending Signoff List

1. Click Pending List (same screen as Error List)

State > Upload Log

Report Batch Processing Help

Pending Signoff List

School Year: 2011-2012

District: Fayette County

☐ I verify that the aforementioned prerequisite conditions/requirements have been met. * Show

Only recently uploaded records are shown in the Pending Signoff List.

Process all applications

Delete selected Records Process selected Records Refresh

<input type="checkbox"/>	Applicant Details	Last 4 SSN	Birth Date	School Year	Status	Process	Delete
<input type="checkbox"/>	Family Ann Kayle	5207	01/01/1954	2011-2012	Pending		
<input type="checkbox"/>	Charles Michael Bell	9183	11/14/1973	2011-2012	Pending		

2. Click verification box

3. Click "Process"

- This step is used to process any/all of the applicants loaded via the batch process
- Please note that any applicants with comments other than "Pending" in the Status column cannot be processed via Batch Processing

District Batch Processing Step 4

Pending Signoff List

You are here: ECertificate > Upload Log

New Application Report Batch Processing ▾

Error List **Pending Applicant List**

School Year: District:

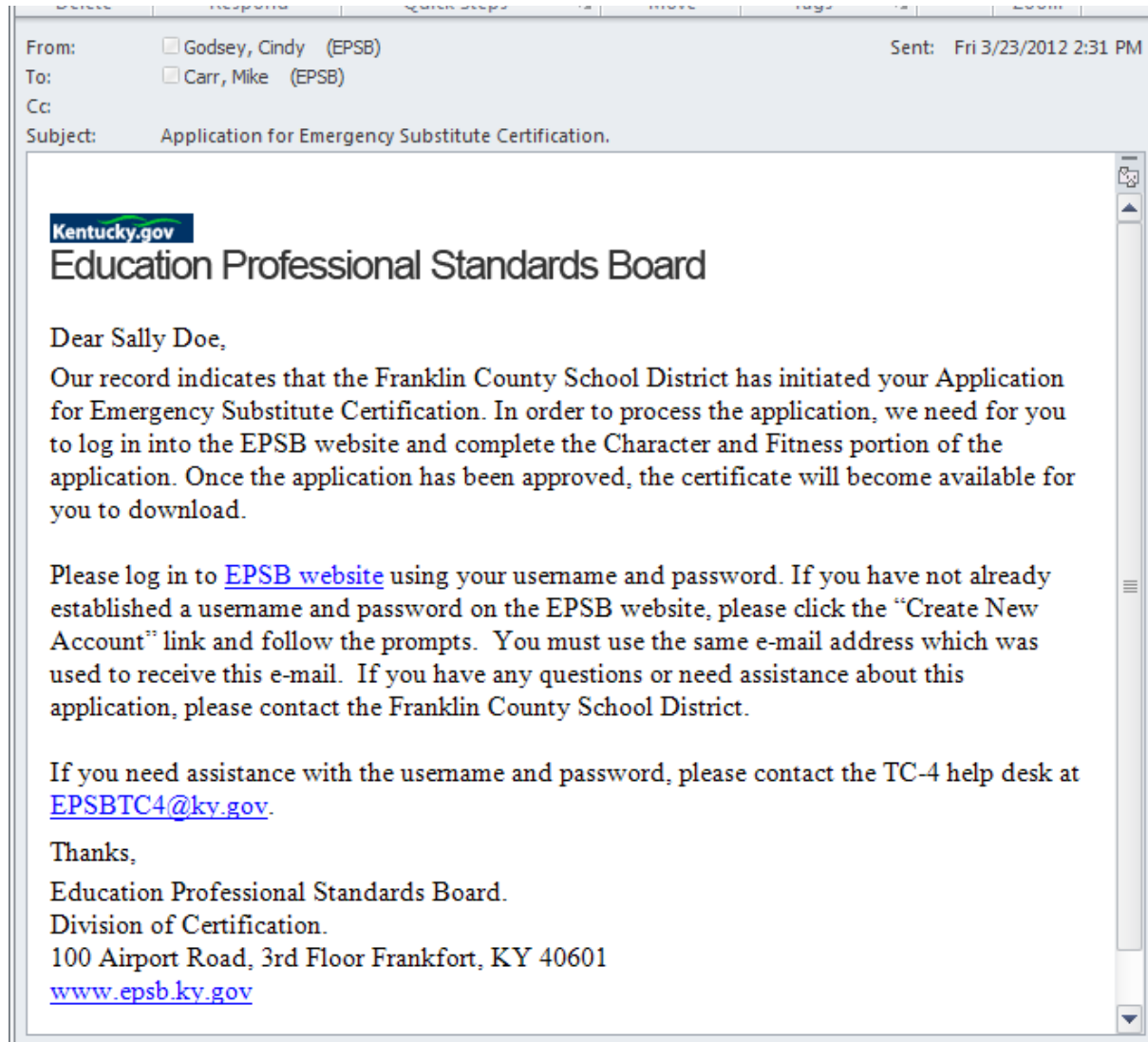
☒ I verify that the aforementioned prerequisite conditions/requirements have been met. * Show

Delete selected Records Process selected Records Refresh

<input type="checkbox"/>	Applicant Details	Last 4 SSN	Birth Date	School Year	Error Log	Process	Delete
<input type="checkbox"/>	globe earth	9856					
<input type="checkbox"/>	venus Jupiter	8978					
<input type="checkbox"/>	star Moon	9966	02/06/1975	2011-2012	Pending		
<input type="checkbox"/>	Dec embers	6987	02/12/1988	2011-2012	Pending		
<input type="checkbox"/>	Nov ember	4569	02/23/1974	2011-2012	Pending		

Process Pending Log
Are you sure you want to process?

Sample of email sent to applicant when district processes the application



Getting help!

EPSBTC4@ky.gov should be used for ALL support questions and/or needs

(seen on global as EPSB TC4)

Using our dedicated email support system will ensure that EPSB personnel who can answer your question will respond quickly. Certification consultants will refer questions to this email address as well.

